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25 YEAR RE-REVIEW

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~~ACCOMPLISHMENTS AND OBJECTIVES~~ **CONFIDENTIAL**

Fiscal year 1952 was the first full year of operation of the Office of Training (General). The major accomplishments of the Office of Training (General) during this year were:

- (1) the organization, establishment, conduct and administration of training courses and programs which were planned and developed during the last six months of fiscal year 1951;
- (2) the designing of a Career Service Program for the Agency and the subsequent development of this program through the Agency Career Service Committee;
- (3) the relating of required training courses and programs to the stated requirements of the Offices of the Agency and to the Career Service Program; and
- (4) the planning and development of additional training courses and programs in furtherance of meeting the total training requirements of the Agency.

The training courses and programs established and developed in fiscal year 1952 were designed to meet the following objectives:

- (1) the indoctrination and orientation of Agency personnel in the mission, functions, and organization of the Central Intelligence Agency, the language of intelligence, the intelligence process, and the national intelligence structure;
- (2) the training of professional personnel at basic and advanced levels in intelligence principles and in intelligence methods and techniques, in language, in military sciences on a civilian or active-duty status, and in administrative, managerial, and supervisory skills;
- (3) the programming of training for professional personnel in language and area and in specialized functional fields, in the United States and overseas; and
- (4) the instruction of clerical personnel in the office procedures and practices of the Agency.

The specific training courses and programs established or administered by the Office of Training (General) in fiscal year 1952 were:

- (1) Indoctrination: A three-hour course to acquaint all incoming personnel with the language of intelligence, the mission, functions, and objectives of CIA, and the internal organization, mission and functions of the various components of CIA. The workload in fiscal 1952 was personnel per month. Because of the necessity of understanding ones own job in the perspective of the total job of the Agency,

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this course has been made a part of the entrance-on-duty procedure for all incoming personnel. It is estimated that the workload in fiscal 1953 will remain constant.

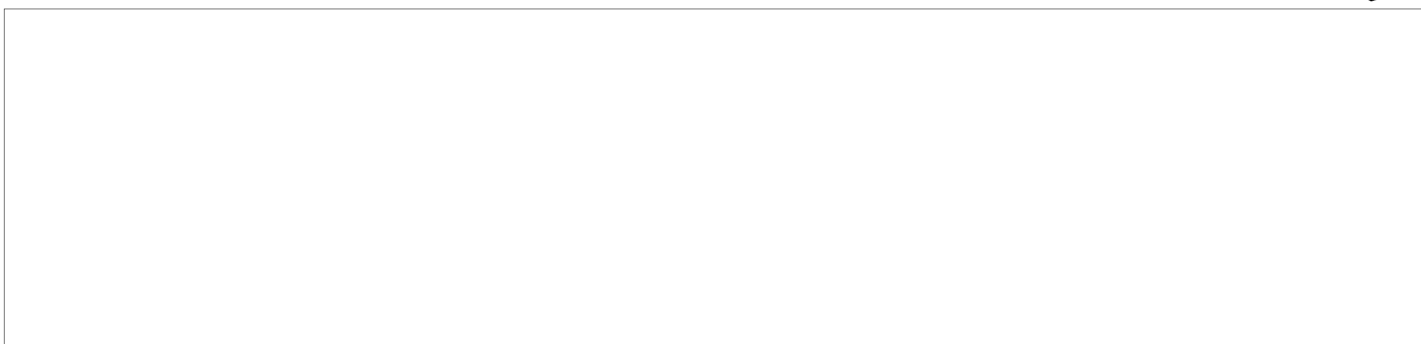
- (2) Orientation: A twelve-hour course to broaden the scope and comprehensiveness of information relating to the intelligence process, together with reorientation material considered essential. This course is now required for all CIA personnel, GS-5 and above, within two years of their entrance on duty with CIA. The workload in fiscal 1952 was personnel per course, offered quarterly. It is estimated that the workload in fiscal 1953 will increase somewhat because of the time limit requirement for attendance. 25X1
- (3) Basic Intelligence Course: A twelve-week course to provide basic training in the principles, methods, and techniques of intelligence for selected new and on-duty personnel and for all junior officers in the Junior Officer Training Program. The workload in fiscal 1952 was per course, offered quarterly. The language requirement of the course has been discontinued and language training will be undertaken only after basic intelligence training, and the specific request of the various Offices of the Agency. The course is now an intensive intelligence training course to assist selected personnel better to apply their knowledge and skill as professional intelligence officers. It is estimated that the workload in fiscal 1953 will approach per month because the course will be offered more frequently and will include all new professional personnel in selected categories, and also on-duty personnel at the request of the various Offices of the Agency. 25X1
- (4) Reading Improvement Course: A thirty-hour course to increase the reading speed and reading comprehension of selected Agency personnel. The workload in fiscal 1952 was personnel per month. It is estimated that the workload in fiscal 1953 will at least double as a result of increased enrollment in the Basic Intelligence Course, which includes the Reading Improvement Course, and the increase in the number of on-duty personnel taking the course at the request of the various Offices of the Agency. 25X1
- (5) CIA Language Training Center: The CIA Language Training Center was established in March of fiscal 1952 to provide basic and advanced language training on a class, individual, and self-study basis for personnel, who for security or other reasons, should not be sent out of the Agency, or who require refresher or maintenance self-study. The workload in fiscal 1952 was personnel per month, with training provided in some 11 languages. student practice hours per month were spent in the language laboratory. It is estimated that the workload in fiscal 1953 will about double because of increased use of the Center for language training and the increase in number of languages offered, now 30. 25X1
- (6) External Language Training: The CIA Language Training Center arranges for external training to provide basic and advanced language training for personnel who may be sent outside the Agency, where courses are not available at the CIA Language Center or where a more convenient scheduling is available outside. At training in 18 languages is offered. 25X1

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Agency personnel may be sent, as advisable, to other external facilities, such as [redacted] etc., for specific intensive language training. In fiscal 1952, [redacted] personnel per month were detailed to external facilities for language training. It is estimated that this figure will remain constant in fiscal 1953 because of increased Office requests for language training.



- (9) Department of Defense Schools and Colleges: A program of training for selected civilian personnel at the various Department of Defense schools and colleges to improve their understanding of the intelligence, command, and staff functions of the services and to promote close coordination between the services and CIA. The Agency quota has been established at [redacted] in courses presented quarterly and annually. In fiscal 1952, [redacted] personnel attended these schools. It is estimated that in 1953, the quota for attendance at these schools will be fully subscribed on a continuing basis. 25X1
- (10) Attendance at Lectures of Department of Defense Schools and Colleges: A program of lecture attendance at various Department of Defense schools and colleges for selected Agency personnel. In fiscal 1951, [redacted] Agency personnel attended one or more lectures. 25X1
- (11) Basic Clerical Training: A two-week course for all new clerical personnel to improve their clerical skills and to acquaint them with office procedures and practices of the Agency. The workload in fiscal 1952 was [redacted] personnel per month. It is estimated that in fiscal 1953, the workload will be considerably less, about [redacted] personnel per month, because of lessened recruitment requirements for clerical personnel. 25X1
- (12) Clerical Refresher Course: A three-week course to provide refresher training in various subjects for on-duty clerical personnel. The workload in fiscal 1952 was [redacted] personnel per month. It is estimated 25X1

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that the workload in fiscal 1953 will increase somewhat because of increased office requests for further designated training for clerical personnel.

- (13) Unclassified Training Group A (General): A six-week course to provide unclassified training in intelligence, international relations, and general administration for new professional personnel entered on duty on a provisionally cleared basis. The workload for fiscal 1952 was personnel per month. This course will be combined with the Interim Training Branch during the fiscal year 1953. 25X1

The objectives of the Office of Training (General) for the fiscal year 1953 contemplate continued improvement, refinement, and expansion of already established training programs, and the development of certain new areas of training. The inauguration of the recently approved Career Service Program within the Agency will require direct expansion of existing facilities for the training of new professional personnel, and the establishing of new programs for old-hands in language, area, and specialized functional training. Two additional stimuli for an increased training effort as a result of the Career Service Program will be the activity of the Office level Career Service Boards with respect to rotation from duty assignments to training assignments, and by supervisors in acting upon the Personnel Evaluation Report recommendations of the individual regarding his own needs for further training.

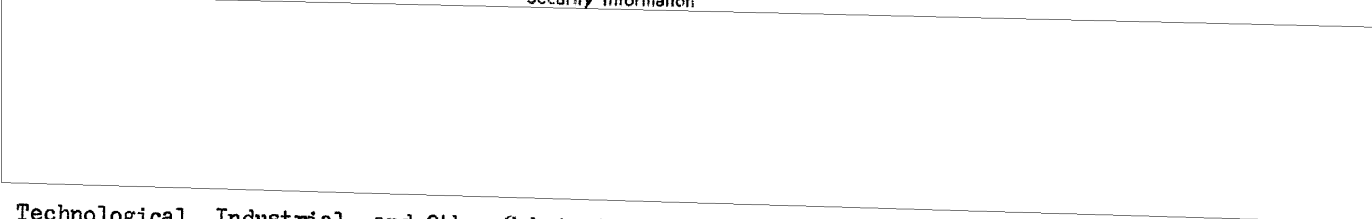
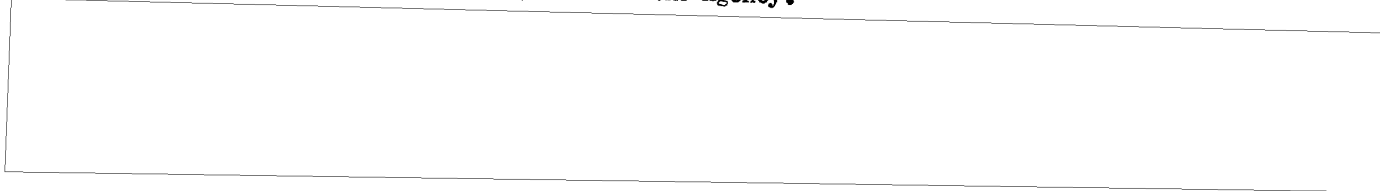
The training courses and programs to be established and administered by the Office of Training (General) in fiscal year 1953 are: 25X1

- (1) Intra-Agency Summer Area Program: An eighty-hour seminar program, to be offered in three areas, to improve and bring up to date area knowledge acquired by Agency personnel and to introduce Agency personnel to an area with which they are not familiar. The three areas will be Southeast Asia, the Soviet Union, and Eastern Europe; and each seminar program will be conducted by university professors brought into the Agency as cleared consultants and area specialists. It is estimated that Agency personnel will attend.

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- (4) 
- (5) Technological, Industrial, and Other Substantive Training: Such training to meet the requirements of the Offices of the Agency will be programmed at appropriate facilities, in the United States and overseas, on an individual and small group basis, to provide specialized training for selected Agency personnel in various functional fields. It is not possible to estimate precisely the workload for this kind of training, but it is believed that the number of Agency personnel for whom training is requested will increase.
- (6) Human Resources Program: A program for management and supervisory personnel to provide training in the best and fullest use of personnel under their supervision, by assisting such personnel to appraise their own work methods, to comprehend the human resources under their supervision and to apply the concepts of effective human relations within the frame work of a systematically organized program. It is expected that this program will be instituted on a small group meeting basis, office by office, division by division, until the necessary coverage has been achieved.
- (7) Administrative Training Program: A program for executive and administrative personnel to increase their capacity to perform under the accelerated operational program of the Agency. It is planned to conduct a series of conferences to include senior administrative personnel of all the Offices of the Agency to identify administrative problems to be resolved either by procedural adjustment or by training. It will not be known what the training workload will be until after the necessary conferences have been conducted.
- (8) Personnel Evaluation Report Training Program: A program to provide training for supervisors in the use of the personnel evaluation report established under the Career Service Program. It is planned to conduct a series of training meetings with selected supervisors throughout the Agency who in turn will train other supervisors in their respective Offices so that the necessary coverage will be achieved, and so that the use of these forms will be uniform in the Agency.
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(10)

[REDACTED]

- (11) CIA Presentations Program: A program of lectures for high level personnel in the Agency to provide an opportunity for top men in the various Offices to present, discuss and solve problems of interest in the Agency. It is expected that the presentations will be conducted bi-weekly, with an estimated attendance of some [REDACTED] personnel per meeting.

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- (12) Portable audio-visual training aid units, [REDACTED] are being developed to provide language, tradecraft, and technical intelligence training in the field. These units will be used primarily on support of the specific training requirements of the covert Offices of the Agency.

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- (13) The Office of Training (General) besides conducting and administering its various programs, will review those programs on a continuing basis to improve them and to relate them to the changing requirements of the Offices of the Agency. It will continue to plan other programs as the need arises.

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